

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions, the primary duty of which is managing fire suppression activities on an assigned shift. Employees of this class may also be assigned to perform the duties of the Fire Chief in the absence of the Chief. The Assistant Fire Chief provides for the production and maintenance of all shift records, oversees repairs and maintenance of department equipment and property, oversees fire inspection and arson investigation work, and performs public relations duties, in addition to assuming command at the scene of a fire or other emergency until relieved by the Fire Chief. Employees of this class work with a high degree of independence, reporting to and having their work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Acts as Fire Chief in the Chief's absence. Manages all fire suppression activities on an assigned shift. Recommends management policies, goals, and objectives for the department. Conducts inspections of operations on the assigned shift, evaluates these operations, and takes appropriate action to correct or improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards.

Prepares payroll records. LFIRS reports, and any other forms or records required to document shift activity. Compiles and organizes data and writes reports assigned by the Fire Chief. Writes letters in answer to requests or needed to handle fire department problems.

Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel and recommends action to be taken in response. Maintains discipline among employees of the department, including conducting corrective interviews, recommending disciplinary action, and informing employees of disciplinary action taken by the appointing authority. Evaluates training needs and provides for regular employee training at all levels within the department, including providing outside training. Sees that the training program is properly supplied with training resources.

Supervises all subordinate employees on an assigned shift. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Inspects appearance of equipment and personnel. Assigns duties and work schedules, and approves leave. Oversees and evaluates the work performance of subordinates. Writes employee evaluation reports. Reviews reports written by subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances and counsels employees who are experiencing work problems.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Directs activities at the scene of a fire or other emergency until relieved by the Fire Chief, performing duties such as size-up and overseeing safety precautions, and supervising subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, overhaul, and providing emergency medical attention. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Enforces fire prevention codes and directs the inspection of buildings to determine the existence of potential fire hazards. Provides for the collection of information for pre-fire planning.

Investigates the causes, origins, and circumstances of fires occurring within the city. Provides for the security of the fire scene to prevent removal or damage of evidence. Oversees the collection and labeling of evidence and assists arson investigation personnel.

Oversees the general care of all department equipment and apparatus, vehicles, and property, provides for repairs and maintenance, and assures that repairs and maintenance were properly accomplished. Maintains inventory; orders and disburses supplies and equipment. Purchases supplies and equipment, keeping such purchases within the established budget. Makes recommendations on major purchases for the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must

be met by the filing deadline for application to test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and pass civil service exam with a score of 75% or greater.

Must possess a valid Louisiana driver's license.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation, for this position.

By admission to examination must be a regular and permanent employee for at least two (2) years in the class of District Fire Chief.

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